

# Parent/Student Handbook



**GREAT LAKES**  
ACADEMY



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**Great Lakes Academy is a Public School Academy Chartered by Eastern Michigan University**









## **Foreword**

This student/parent handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board Policies and Procedures. This handbook contains important information that you should know. Please become familiar with the following information and keep the handbook available for frequent reference for you and your children. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teachers, Assistant Principal or Principal in this chain of communication.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Directors and the Academy. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. These policies are on site for your perusal.





## **THE ACHIEVER'S CREED**

**I CANNOT, I MUST NOT, I SHALL NOT and I WILL NOT fail.**

**Failure is not an option; it is only an illusion and everything about me is real.**

**My dreams, my goals, my hopes and my aspirations are not figments of my imagination, but concepts of my reality and my ability.**

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**I CANNOT, I MUST NOT, I SHALL NOT AND I WILL NOT submit to mediocrity. Mediocrity is a false notion accepted by those who think small, dream small and do everything in a small way because they serve a small PURPOSE.**

**My PURPOSE is BIG!**

**Therefore, I THINK BIG, DREAM BIG and DO EVERYTHING in a BIG way.**

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**I CANNOT, I MUST NOT, I SHALL NOT and I WILL NOT use excuses.**

**Excuses are dead-end streets that never lead to the avenue of success.**

**Those that choose to take the shortcut down the path of apathy, will be stuck on the road of despair without ever arriving at the boulevard of achievement.**

**I CAN, I MUST, I SHALL and I WILL SUCCEED.**





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## INTRODUCTION

### *About Great Lakes Academy*

Mr. John Romaine, with Eastern Michigan University as its authorizer, founded Great Lakes Academy in 1997.

Great Lakes Academy is a Public School Academy serving students in grades k-8. We are located at 46312 Woodward Avenue, Pontiac, MI. 48342

### *Mission Statement*

Our mission is to teach students the academic and character skills necessary to be lifelong learners in a competitive world.

### *Vision and Purpose*

Great Lakes Academy is dedicated to educating children in a safe and nurturing environment.

### *Motto*

G = Growing Together

L = Learning Together

A = Advancing Together

D = Developing Together

### *Governance*

As a charter school, Great Lakes Academy is under the direction of the Superintendent/Principal. The Superintendent/Principal reports to the Great Lakes Academy Board of Directors. Great Lakes Academy desires to work in harmony with home and school. In keeping with this principle, parents and community may attend all board meetings except during executive sessions.

### *Non-Discrimination Clause*

The school does not discriminate on the basis of sex, race, color, religion, national or ethnic origin in its admissions policies, in the administration of its educational programs, in its employment policies and other contractual agreements, in its athletic programs, or in any other school-administered programs or activities. It is subject to the nondiscrimination provisions of Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, Public Law 92-318 as amended by Public Law 93-568. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at this School/Academy or at a School/Academy activity should immediately contact the School/Academy Compliance Officer listed below:

**For additional information and/or compliance issues, please contact the Title IX Coordinator (Compliance Officer) at 248-334-6434.**

Complaints will be investigated in accordance with the procedures as described in Board Policy. Any student making a complaint or participating in a School/Academy investigation will be protected from any threat of retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.



## ADMISSIONS

### *Enrolling In the School*

The parent or legal guardian must enroll students. When enrolling, parents must provide the following:

- A. An original birth certificate (Michigan State law)
- B. Court papers allocating parental rights and responsibilities or custody (if appropriate)
- C. Proof of updated immunizations
- D. Previous report card
- E. Individual Education Plan (IEP) where applicable

Homeless students who meet the Federal definition of “homeless” may enroll and will be under the direction of the School/Academy Liaison for Homeless Children with regard to enrollment procedures.

A student that has been expelled from a previous school district, Great Lakes Academy has the right to refuse admission under the Michigan Mandatory Expulsion Law.

A student that has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the School/Academy during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the local school district.

Likewise, a student that has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the School/Academy during the period of expulsion or removal which the student would have received in the suspending school had the student committed the offense while enrolled in the School/Academy.

Prior to denying admission, the Principal shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Principal determines to be relevant.

### *Admission Process*

The enrollment process is as follows:

1. Request an enrollment packet. An enrollment packet may be downloaded from our website at [www.greatlakescademy.org](http://www.greatlakescademy.org) or picked up at the school.
2. Make an appointment with the school Principal for a tour by calling the school office.
3. Tour the school and meet the Principal.
4. Return your child’s enrollment packet, current report card, immunization record and original birth certificate. Students may not attend classes without these records.
5. The school Principal will review the completed forms.

Admission will be finalized when all paperwork is accepted.

6. All students are required to **re-enroll** each school year.

***It is very important that the office has current, up-to-date parent information. Please stop by the office to inform us of any changes of alternate contacts, address, or phone numbers that may occur throughout the year.***

### *Individuals with Disabilities*

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the students, but also to all individuals who have access to the School/Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. The School Study Team and principal will be able to answer concerns about evaluation procedures and programs for students. Federal (IDEA) and State law require parent involvement in this procedure.

### *Limited English Proficiency*

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the School/Academy. It is therefore, the policy of this School/Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the School/Academy. Parents should contact the principal to inquire about evaluation procedures and programs offered by the School/Academy.

## **ATTENDANCE**

Great Lakes Academy Board of Directors believes regular school attendance is essential to a quality education. According to Michigan School Code MCL 380.1561, "...every parent, guardian, or other person in this state having control and charge of a child from the age 6 through the child's 16<sup>th</sup> birthday, shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

Frequent absences and/or tardiness in a class can seriously affect the student's progress and credit for that class. Attendance patterns of the student are the responsibility of the parent or guardian and the student. Continued violation of student attendance requirements can and will lead to a referral to Probation Office of the County in which the child resides.

Parents are their children's primary teachers and continue to mentor them along with their children's school. Parents should model behavior valued by our society; being prompt and on time is important. Children who are tardy delay or interrupt the start of the instructional day for everyone. As parents should expect of a school of excellence, Great Lakes Academy requires that teachers start on time. Please deliver your children on time ready to learn.



At Great Lakes Academy, parents must provide timely transportation for their children. It is essential that all children arrive at Great Lakes Academy in time for them to go to their classrooms and be ready for instruction which begins at 8:00 a.m. Parents should deliver their children before 7:55 a.m. in order for them to be seated and ready to learn by 8:00 a.m. As a courtesy, parents may deliver their children as early as 7:30 a.m. for breakfast.

The following attendance policy applies to all students and is set by Board Policy #5200:

- A. A student is tardy if he/she is not in his/her desk ready to learn at 8:00a.m.
- B. Three (3) tardies equals one absence.
- C. If the student is not in the classroom for any reason, excluding school sponsored field trips, that day counts as an absence.
- D. If a students is absent due to a medical/health issue or a documented family emergency this will be an excused absence and the student will be able to make-up any missed assignment.
- E. Students will not be permitted to participate in after school athletic activities if they are absent from school the same day.
- F. A student with twenty (20) absences in a school year may not receive credit for the school year. The student may be required to repeat the grade if he/she accumulates over twenty (20) absences in a school year and academic performance is hindered.
- G. In the event that a student accumulates more than twenty (20) absences, review of all absences will be conducted by the Director or Designee. If all the absences occurred for the documented medical benefit of the student or for documented bereavement benefit of the student, a waiver to the above policy may be approved by the Great Lakes Academy Director.

### *Truancy*

In addition to parents being notified when a student reaches 5, 10, 15, and 20 days of absence, persistent absences from school may result in a referral to Pontiac Youth Assistance, Probate Court and/or Department of Human Services (DHS) as a violation of the truancy law/educational neglect.

*Truancy is defined as: "Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2." Please note: Unless there are extenuating circumstances, a truancy petition will be filed once a student has been absent 20 days. The 20 days are inclusive of attendance within other school districts within the same academic year.*

*Frequent absences or tardiness in a class may seriously affect the student's progress and credit for the class. Attendance patterns of a student are the responsibility of the parent and the student.*

### *Suspension from School Absence*

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to

school. Assignments may be obtained from the main office beginning with the second day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments within three days of returning to school and a grade on any made up tests.

### *Unexcused Absences*

A student is excused when a parent/guardian has communicated to the school their student's absences is due to death in the immediate family or the student is ill. All other absences are considered unexcused. Transportation is an unexcused absence.

### *Student Check-In/Late Arrival /Early Leave*

Every child has the right to a full day of learning therefore, early checkout is discouraged. Students who must leave school-prior to dismissal time must be properly signed out in the main office by a parent or guardian, please note that valid identification will be required. A parent or guardian must check their child in if they arrive after 8:45 AM or return from an off-campus appointment. A copy of the driver's license may be made, signed, and dated.

*Note: Great Lakes Academy cooperates with the Oakland County Prosecutors Office to improve school attendance. Oakland County's Early Truancy Intervention Protocol holds parents and guardians accountable for the continuous and consecutive attendance of their children.*

### *Student Check Out*

When it becomes necessary for a student to leave school during the day, a parent or guardian must come to the school office to sign out the student. A note to the teacher prior to the appointment time is requested. Children will not be allowed to walk home during the day if they are sick. To sign your child out, you must come or send an adult representative that is listed as an alternate contact in your child's records housed in the school office. A photo ID is required to check a child out. No students will be checked out of school after 3:00 PM due to security reasons.

### *Vacations During The School Year*

Parents are encouraged not to take their child out of school for vacations.

### *Student Attendance at School Events*

Students attending evening events as non-participants must be accompanied by an adult chaperone. Great Lakes Academy will not be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school/academy activity. Students must comply with the Code of Conduct at school events, regardless of the location. Students who are on suspension may not participate in these events.

## ACADEMICS

### *Scheduling and Assignment*

Each student will be assigned to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. It has been the school's policy to make no promises or guarantees for specific teachers based on parent request. That policy remains.

### *Curriculum*

Great Lakes Academy is currently using Atlas Rubicon Curriculum and the following resources to support the Common Core Standards:

Reading and Language Arts	Mathematics	Science	Social Studies	Handwriting (grades K-2 <sup>nd</sup> )
Rubicon Atlas Making Meaning Being A Writer Sitton Spelling McDougal Zaner-Bloser	Rubicon Atlas Everyday Math Connected Math	Rubicon Atlas Harcourt Houghton Mifflin Delta Education	Rubicon Atlas Houghton Mifflin Prentice Hall	Rubicon Atlas McDougal
<b>Various Web-based Resources</b>				

### *Grades & Grading*

Great Lakes Academy has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, classroom participation and attendance.

The school uses the following grading key for **Kindergarten to Grade 8:**

Skills Key	GPA	Letter Grade Legend
1 = Mastery	A = 90% - 100%	M = Mastery
2 = Progressing	B = 89% - 80%	S = Satisfactory
3 = Needs Improvement	C = 79% - 70%	P = Progressing
4 = Not Demonstrating Understanding	D = 69% - 60%	H = Having Difficulty
☐ = Not Yet Evaluated	E = 59% and below	
* = Indicates modifications/accommodations have been made to child's curriculum		

### *Report Card/Progress Reports*

Report cards and progress reports are each issued four times a year. The card-marking period is approximately 10 weeks in duration. A progress report indicating any difficulties a student is having will be available online mid-quarter (a hard-copy may be requested by contacting the homeroom teacher). Report cards will be distributed at the end of each quarter during parent teacher conferences or mailed to the home address. A parent/teacher or administrator conference to discuss the academic progress and solution will be called in the event a student shows deficiency in any subject which may result in the failure of that subject or grade.

*Note: Report cards will be held if there are outstanding fees for, damaged items or unreturned books.*

### ***Parent/Teacher Conferences***

Parent-Teacher conferences serve an important role in maintaining proper communication between school and home. Parent-Teacher conferences are held twice during the school year. All parents/guardians are requested to attend during this time.

At any time during the school year, parents/guardians may call the school office to schedule an appointment for a teacher or administrator conference. Call the school office at 248. 334. 6434 to arrange a conference with your child's teacher. Please allow two days notification for the teacher. Impromptu conferences will not be held between 8:00 AM and 4:00 PM.

### ***Promotion***

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement determined by classroom participation and test data
2. potential for success at the next level based on state grade level expectations
3. attendance during the school year

### ***Retention***

Retaining a student from being promoted to the next grade is a serious matter. Parents/Guardians are informed frequently regarding their child's academic performance. Every effort will be utilized to provide remedial services to your child to offset retaining him/her. Exceptions to the rule will be absences involving chronic attendance patterns affecting student's performance and lack of parental support.

### ***Homework Policy***

*Definition:* Homework is an assignment that is given to a student to be completed outside of the classroom to reinforce or practice a skill. Homework is required.

Homework will not consist of textbook assignments alone. A variety of worthwhile activities will be used, such as: reading, visiting and reporting about places of interest in the community, keeping records of weather conditions, etc. All homework assignments given should meet the following criteria:

#### ***Purpose:***

- It will be educationally worthwhile
- The student should be able to work independently
- Provide essential practice in needed skill areas
- Train pupils in good work habits
- Afford opportunities for increasing self-direction
- Help children learn to budget time
- Bring children into contact with out-of-school learning experiences

- Promote growth in responsibility

#### *Evaluation:*

- Teachers are responsible for giving credit for homework
- Each teacher will determine the content of the homework based on grade level, student ability, and teacher expectations. Evaluation and follow-up activities will be immediate.
- Returned homework will be recorded and tracked for each student
- Due dates are important and failure to meet a due date may result in the assignment not being accepted by the teacher or in loss of credit if the assignment is accepted.

#### *Parental Assistance:*

Parents are requested to assist in the following manner:

- Set a regular study time
- Provide suitable study conditions
- Check your child's homework and encourage him/her to complete all assignments
- Show interest and assist your child with homework, but do not complete it for them
- Communicate with your child's teacher immediately with concerns

#### *Results:*

Your child will receive the best education possible by developing good work habits, a healthy attitude toward school, strengthened academic skills, and the ability to work independently. Frequent communication with your child's teacher is important. It enables your child to receive the best possible education to meet his/her individual needs.

#### *Student Assessment*

To measure student progress, students will be tested in accordance with State Standards and School/Academy policy.

Each student in grades 3 – 8 will be expected to pass the appropriate state required assessment given yearly. Eastern Michigan University requires Great Lakes Academy to administer the Scantron Test to students in grades 2-8. The Northwest Evaluation Association (NWEA) assessment is administered to all students in grades K-1. Both assessments are given at least twice a year to measure academic growth.

Additional grade-level subject tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student needs, progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. When necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or School/Academy curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Great Lakes Academy will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### *Transfer Out Of the School/Academy*

Parents must notify the school about plans to transfer their child to another school. Student records are transferred by mail only to the receiving school. School officials are required by law to transmit disciplinary records, including suspension and expulsion actions against the student to the requesting school.

### *Withdrawal from School*

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## CODE OF CONDUCT

### *Student Rights and Responsibilities*

The rules and procedures are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression, association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow staff's directions and to obey all School/Academy rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in the School/Academy and will be provided information on a regular basis and as needed when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive at the School/Academy on time, prepared to learn and participate in the educational program.

## *Uniform Policy*

<b>SCHOOL-WIDE (ACCEPTABLE)</b>	<b>SCHOOL-WIDE (UNACCEPTABLE)</b>
<ul style="list-style-type: none"> <li>• Great Lakes Academy (logo) T-shirt, sweatshirt/hoodie, sweater or polo shirt</li> <li>• Burgundy or navy polo shirt, turtleneck, sweater</li> <li>• Burgundy turtlenecks</li> <li>• Khaki or navy skirts (no more than 2" above knee)</li> <li>• Khaki or navy pants sized to fit, no sagging</li> <li>• Khaki or navy shorts (no more than 2" above knee)</li> <li>• Belt</li> <li>• Socks or tights</li> <li>• Earrings of modest size-no shoulder dusters</li> <li>• Chapstick, non-medicated</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans or denim-like pants</li> <li>• Overalls</li> <li>• Jogging suits or sweatpants</li> <li>• Nose rings or body piercing</li> <li>• Sheer and satin blouses, belly-shirts</li> <li>• Chains or gang attire, including jewelry and gang colors</li> <li>• T-shirts with writing</li> <li>• Tight, see-through clothing</li> <li>• Fishnet hosiery</li> <li>• Bare midriff or bare shoulder blouses, shirts or tank tops</li> <li>• Open toe shoes</li> <li>• All sandals</li> </ul>

Students must have athletic/tennis shoes to participate in Physical Education/Gym

Solid navy blue or burgundy cardigans or sweater vests (crew, v-neck or button front) with a navy or burgundy shirt underneath may be worn.

Changes and exceptions to above list will be announced by CAO/Principal, as necessary.

### *Procedures for Dress Code Violations*

The staff of Great Lakes Academy will check the students. Anyone not following the dress code will be referred to CAO/Principal designated staff for handling.

### *Casual Dress Policy*

1. On occasion, casual days will be announced and/or awarded to students. On these days, students will be allowed to wear casual but clean clothing.
2. Athletic shoes are permitted but socks must be worn.
3. No pants with holes or tears will be permitted.
4. No objectionable t-shirts will be worn; those that promote "gangs" foul language or obscene/suggestive language or graphics will not be permitted.
5. Hats are not allowed unless notified.
6. No open toe shoes or sandals.
7. Belts must be worn.

### *Expected Behaviors*

A major component of the educational program at Great Lakes Academy is to prepare students to become responsible citizens by learning how to conduct themselves properly.

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously toward adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act in a manner that reflects pride in self, family, and in the school.

### *Student Rights of Expression*

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions, buttons, badges, clothing, insignia, banners, audio and video materials. All items must meet the following school guidelines:

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or school event,
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administrator 24 hours prior to display.



### *Student Concerns, Suggestions, and Grievances*

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, written concerns and grievances may be directed to the Principal.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subject to an illegal rule or standard.

## STUDENT DISCIPLINE PROCEDURES

**Great Lakes Academy** is dedicated to educating students in a safe in nurturing environment. As educators we are committed to teaching students not only the academic content but also social skills and responsibilities necessary to be successful members of the greater community.

Student misbehaviors are considered opportunities to provide guidance. Whenever possible these opportunities are looked upon as “teach-able” moments and teachers discuss the misbehavior, the possible consequences and other options the students should have considered that would have constituted a “better choice”.

Educators realize all students are different and have different learning styles and aptitudes and therefore provide varying activities and environments for students to master academic content. As well, we realize that students’ social behaviors are also varied and relative to their understanding of the world around them. Therefore, student misbehaviors and consequences must be considered on a case-by-case bases and all circumstances must be taken into consideration. For example:

- *A kindergarten student that uses profanity when talking to his/her teacher may not have the same consequence as an 8<sup>th</sup> grade student who uses profanity when talking to his/her teacher.*

### *Informal Discipline*

Informal discipline takes place within the school. It is usually teacher-directed. It may include:

#### **Teacher:**

- Natural consequence (i.e. graffiti on school property – clean the graffiti off property...)
- Removal from activity
- Seat change
- Writing Assignment
- Lunch Detention
- Before-School or After-School Detention
- Conference with student
- Phone conference with parent
- Notice of Concern to parent
- Face-to-face conference with parent
- Referral to administration

### *Formal Discipline*

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Consequences may include:

#### *Administrative*

- Conference with student
- Natural consequence (i.e. graffiti on school property – clean the graffiti off property...)
- Writing Assignment
- Lunch Detention
- Before-School or After-School Detention
- Phone conference with parent
- Face-to-face conference with parent
- ISS In-School Suspension
- OSS Out of School Suspension

### *In School Suspension*

In-School-Suspensions (ISS) will be served in room 305. Students on ISS will be provided grade/skill level assignments to be completed independently. All ISS assignments will be turned in to the appropriate teacher and count as the student's participation grade for the day. Students on ISS will not be allowed to participate in school sponsored events during the time of ISS. When ISS is used as a consequence the parent/guardian will be notified of the offense, the consequence and the duration of the ISS.

- Disrespect towards Staff

- Disregard for School Rules (dress code)
- Disruption to Educational Process
- Insubordinate Behavior
- Inappropriate Language (Profanity)

### *Out of School Suspension*

Out of school suspension is a “**last resort**” consequence for student misbehaviors. Out of school suspension is used in cases of severe disobedience or continuous/repeated misbehaviors. Whenever an OSS is used as a consequence, the parent and student are notified prior to the OSS being served. When OSS is used as a consequence the parent/guardian will be notified by an administrator of the offense, the consequence and the duration of the OSS. Parent/guardian notification will always be in writing and every attempt will be made to also notify parent/guardian by phone or face-to-face.

- Inappropriate Behavior
- Excessive Profanity
- Continuous Disregard for School Rules
- Continuous Disruption to the Educational Process
- Bullying/Cyberbullying
- Assault/Harassment on a student
- Assault/Harassment on a staff member (or any adult on school grounds)
- Physical Fight
- Drugs (situation/circumstances will be taken into consideration)
- Weapons/toy weapons (situation/circumstances will be taken into consideration)

### *Suspension from School*

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side, and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed within two (2) school days after the receipt of the suspension notice, to the Principal. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting, and the student may be represented where s/he will give a sworn, recorded testimony. If the Board of Directors hears the appeal, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he/she may make up work missed within three days after the return to school or parents may pick up work in the main office while the student is on suspension.

Assignments that the student chooses not to make up will be reflected in the grades earned.

### *Long-term Suspension or Expulsion*

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or expulsion; a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who either were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may be immediately removed from school. A formal hearing is scheduled with the Board of Directors during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 3 days (as in Administrative Guidelines) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Principal. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Directors. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. If a student commits a crime while at school or a school related event, he/she may be subject to school disciplinary action as well as to action by the legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Great Lakes Academy makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A) and the Americans with Disabilities Act (A.D.A), or Section 504 of the Rehabilitation Act of 1973. These students are held accountable for all of the above discipline guidelines and will be governed accordingly as determined by their IEP.

## *Search and Seizure*

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Directors if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that the student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination to the homeroom teacher. The homeroom teacher must submit a list to their administrator.

Anything that is found in the course of a search may be evidence of a violation of school rules or the law and may be turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the school/academy are the school's property and are to be used by the students, where appropriate, solely for educational purposes. The academy retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the academy's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the academy retains the right to access information in spite of a password. All passwords or security codes must be registered with the teacher. A student's refusal to permit such access may be grounds for disciplinary action. The administration will determine the appropriate course of action including suspension or exclusion.

## *Harassment*

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of Great Lakes Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities.

Harassment is defined as inappropriate conduct that is repeated enough or is serious enough to negatively impact a student's educational, physical, or emotional well-being. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. Violations of harassment could result in suspension or expulsion

Any student that believes he/she has been or is the victim of harassment should immediately report the situation to the teacher, the Principal or Assistant Principal, or report it directly to the CAO/Principal, Title IX Coordinator (Compliance Officer) at 248-334-6434. Complaints will be investigated in accordance with AG 5517.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment.

Intentionally false harassment reports, made to get someone in trouble are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following examples are provided for guidance only:

- A. Submission to un-welcomed conduct or communication is made either an explicit or an implicit condition of utilizing or benefiting from the services, activities, or programs of the school/academy.
- B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the school/academy.
- C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

### *Sexual Harassment*

May include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

### *Hazing*

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission,

consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

The Board of Directors believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school/academy sponsored event.

Hazing such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

### ***Bullying/Cyberbullying***

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the school/academy, including activities on school property and those occurring off school property. If the student or employee is at any school sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as (but not limited to) the following:

- A. threatened or actual physical harm
- B. unwelcome physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes he/she has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the CAO/Principal, Title IX Coordinator (Compliance Officer) or the Assistant Principal.

### *Confidentiality*

Every reasonable effort will be made to maintain confidentiality during the investigative process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### *Non-Retaliation/False Reports*

Making intentional false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is prohibited. Retaliation against a person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), is also prohibited. Intentional false reports and retaliation could result in suspension or expulsion.

### *Notification*

Notice of this policy will be circulated annually within the school/academy, and discussed with students as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted. All new hires of the school/academy will be required to review and sign off on this policy and the related complaint procedure.

### *Possession of a Firearm, Arson, and Criminal Sexual Conduct*

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free zone or commits either arson or criminal sexual conduct in a school/academy building or on school/academy property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or other devices to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the Principal’s office.

### *Criminal Acts*

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of the school is involved in crimes occurring in the school, as well as in the community, related to physical violence, gang related acts, illegal possession of a controlled substance,



analogue or other intoxicants, trespassing, and property crimes including, but not limited to, theft and vandalism.

### *Profanity*

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community-held standards of good taste will be subject to disciplinary action

### *Gangs*

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students will be disciplined if they wear, carry, or display gang paraphernalia or exhibit behaviors or gestures that symbolize gang membership or cause and/or participate in activities designed to intimidate another student will be subject to disciplinary action. The administration will determine the appropriate course of action including possible suspension or expulsion.

### *Explanation of Terms Applying To The Student Discipline Code*

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from the school by administration.

#### **Use of Drugs**

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

#### **Use of Tobacco**

Smoking and other tobacco use is a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

#### **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or student’s) feels there is need to organize some form of demonstration, he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type, including air, bb and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on School/Academy property, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, fire crackers, rockets, missiles, mines, or device that can be converted into such a destructive item;
- B. any cutting instrument consisting of a sharp blade over three inches long fastened to a handle;
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc).

The Board of Directors prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, or a school sponsored event. A parent or legal guardian of a student of the school, who is properly licensed to carry a concealed weapon, may carry a concealed pistol while in a vehicle on school property, if he/she is dropping the student off at the school or picking up the child from the school. The weapon may not be inside the school.

## Use of an Object as A Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion.

## Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal or teacher. Failure to report such knowledge may subject the student to discipline.

## Purposely Setting Fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to expulsion.

### Physically Assaulting A Staff Member/Student/Person Associated With The School/Academy

Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”. Physical assault at school against any School/Academy employee, volunteer, or contractor, which may or may not cause injury, may result in charges being filed and expulsion.

### Verbally Threatening/Assaulting A Staff Member/Student/Person Associated With The School/Academy

Verbal assault at school against a School/Academy employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person. Verbal threats or assault may result in suspension and/or expulsion.

### Extortion

Extortion is the use of a threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

### Gambling

Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### Falsification of School Work, Identification, Forgery

Forgery of hall/bus passes and excuses as well as false I.D.’s are forms of lying and are not acceptable.

Plagiarism or copying and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

### False Alarms, False Reports, and Bomb Threats

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations could result in suspension, expulsion and possible fine.

### Explosives

Explosives, fireworks, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or onto areas of

the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

### **Theft**

If a student is caught stealing the school's or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **Disobedience**

School staff is acting "in loco parentis" which means they are allowed by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

### **Damage of Property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

### **Unauthorized Use of School or Private Property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion. The Acceptable Use Policy of the Technology Plan details additional information.

### **Refusing To Accept Discipline**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **Aiding or Abetting Violation of School Rules**

Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.

### **Display of Affection**

Students demonstrating affection, this includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension or expulsion.

### **Violation of Individual School/Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

### **Disruption of the Educational Process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions include the delay or prevention

of lessons, assemblies, field trips, athletic, and performing arts events. A student may experience loss of privileges, face suspension and may be recommended for expulsion for disrupting the educational process.

## TECHNOLOGY

### *Use of Office Telephones*

Office telephones are for emergency use only. Students will not be called to the office to receive a telephone call. Classroom telephones are not for student use.

### *Cell Phones*

Great Lakes Academy recognizes that parents provide children with cell phones to provide an opportunity to communicate with them. During emergencies students have access to the school phones for making contact with a parent/guardian. Due to changes in the law, students may have cell phones in school however; cell phones must be turned in to homeroom teacher at the beginning of day. They may be retrieved at the end of the instructional day.

Students who use or display cell phones during the instructional day will have consequences up to and including suspension. Students caught with a cell phone must turn it over to the staff requesting it. The parent must retrieve the phone from their school's administrator.

### *Possession of Electronic Equipment/Use of Camera/Cellular Phone*

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, "boom boxes" portable TV's, electronic toys, laser pens, IPODS, MP3 Players and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

### *Acceptable Use and Etiquette: Technology*

The use of Technology at Great Lakes Academy is a privilege extended to students, faculty and staff to enhance learning and exchange information. School computers must be for educational and research purposes or for use (such as e-mail) approved by school staff. Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Do not use obscene or defamatory language.
2. Do not use the network to harass, insult, or attack others.
3. The network may not be used to access or transmit offensive messages or pictures.
4. Do not give out your name, address, phone number or those of other students or staff members.
5. Do not use another's password or share passwords.
6. Users may not trespass in someone else's folders, work or files or disrupt the use of the network by others.
7. Do not intentionally waste limited disc space, save music, make any changes to workstation settings, and do not install any software.

All students will have an Acceptable Use Agreement on file in the school office. Violations of the Acceptable Use Policy could result in suspension or expulsion. The Acceptable Use Policy of the Technology Plan details additional information.

### *Social Media Rules and Guidelines*

Social media and electronic communications are an important part of our lives. They allow us to keep in touch, to learn, to share, and to express ourselves. With these benefits comes great responsibility. Social media and electronic communications have the potential to hurt people, to hurt Great Lakes Academy, and to hurt you.

For purposes of administering and enforcing this policy, “social media” is defined to include all communications made using electronic technology such as: Web logs (blogs), wikis, online forums, virtual worlds, podcasts, message boards, social bookmarking websites, social networking websites (e.g., Myspace, Facebook, Twitter, LinkedIn) and content sharing websites (Flickr, YouTube). This policy applies to all forms of social media whether or not a particular social media site is specifically listed or referenced in this policy.

Everything that you post and everything that is posted about you will remain extant. In other words, be mindful of what you post, because it never goes away no matter how many times you try to delete it.

There is no such thing as “anonymous” on the internet. Not only do social media and electronic communications last forever, they will always be traced back to the author.

The District prohibits students’ use of social media in ways that violate Board Policy, Administrative Regulations, or the Student Code of Conduct, or that cause a substantial disruption of or material interference with school activities.

As a Great Lake Academy Student, You Must Follow These Rules:

1. No Cyberbullying. “Cyberbullying” is defined in the Academy’s anti-bullying policy as electronically transmitted communications. Bullying, including cyberbullying, will not be tolerated at Great Lakes Academy.
2. All Great Lakes Policies apply online.
3. Do not post, email, or text during class except when required by the teacher via school approved sites.
4. Do not take pictures or videos of anyone without their knowledge and consent.
5. Do not post, email, or text content that is false, defamatory, or harassing.
6. Do not post, email, or text content that is inappropriate.
7. Do not contact Great Lakes Academy staff or anyone who works at a sponsoring business (with the exception of GLA approved sites/communications).

You are the face of Great Lakes Academy. Disregard of any of the 7 rules at school can result in suspension and can lead to expulsion.

A Disregard of the above rules away from Great Lakes Academy can result in suspension and can lead to expulsion as social media post that are harmful to others do

not always occur in school. In this instance, your conduct matters as much away from school as during school.

### *Use of Video Devices*

The school prohibits the use of any video device from any restroom or other location where students and staff “have a reasonable expectation of privacy.” A student caught improperly using any device to take or transmit images will face suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam and receive minimally one day of Alternate Day Assignment or be suspended. He/she also faces automatic withdraw from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have a current emergency medical card completed, signed by a parent or guardian, and filed in the School/Academy’s office. Students with specific health care needs should provide a written notice about such needs, along with proper documentation by a physician, to the School/Academy office.

### *Immunizations*

Students must be current with all immunizations required by law or have an authorized waiver from State Immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the principal.

### *Emergency Medical Authorization*

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school board has established a policy and has trained staff to recognize and treat undiagnosed serious allergic reactions known as anaphylaxis. It is the policy of the academy to immediately administer injectable epinephrine and contact emergency medical personnel for transportation to the hospital in the case of anaphylaxis.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student’s enrollment. It is the parent/guardian responsibility to keep this information current.

## *Injury and Illness*

All injuries must be reported to a staff member or the office. If the injury is minor, the student will be assisted, may return to class and parents will be notified. If medical attention is required, the parent/guardian will be notified and 911 will be called if necessary.

A student who becomes ill during the school day should request permission to go to the office. An administrator in collaboration with office staff will determine whether or not the student should remain in school or go home, the parent will be notified. No student will be released from school without proper parental permission.

## *Use of Medication*

Medication will only be dispensed to students who have a physician's signed statement on file indicating daily dosage instructions. Medication must be in the original and current prescription container.

*By law, Great Lakes Academy cannot dispense over the counter medication. The main office is where medication will be dispensed and recorded in a log. Students are not to bring or take any form of medicine that is not dispensed to them in the main office. Students may not keep any medication on their person or in their possession (locker, desk, book-bags, etc.) Parents of children with severe allergies must inform the office if their child needs to carry an inhaler or EpiPen; a doctor's note is required.*

## *Control of Casual Contact Communicable Diseases and Pest*

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who is ill or has been exposed to a communicable disease or highly transient pest, such as lice.

This applies to any communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

## *Control of Non-Casual Contact Communicable Diseases*

In the case of non-casual contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Oakland County Health Department, to ensure the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases such as Aids (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV, (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.



## *Safety Drills*

The school complies with all fire safety laws and conducts fire drills in accordance with State law. Tornado, lock down, and evacuation drills will be conducted during the school year, using the procedures outlined by Oakland County Health and Safety Division. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly safety procedures.

## *Preparedness for Toxic and Asbestos Hazards*

Great Lakes Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from Lakes the presence of asbestos materials used in previous construction. A copy of the Great Lakes Academy Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspections at the school office upon request.

## GENERAL INFORMATION

### *Lunch Procedures and Expectations*

All parents are asked to fill out a parent survey annually. All students are eligible for free meals. However, if your child brings a sack lunch, remember we are a **NUT FREE** and **FISH FREE** school.

1. Staff and faculty members are not able to heat up any food for students. Also, in fairness to all, parents may not use school equipment to heat up food for their children.
2. Proper behavior and eating habits are to be developed at home and should be carried out in school. Student will be required to:
  - Talk quietly during lunch period.
  - Respect all.
  - Use proper language and table manners.
  - Keep personal property at own area and not share food.
  - Clean-up their space.
3. Students will deposit their lunch trash in the appropriate waste containers available for lunch use.

***Special Note:*** *When lunches must be delivered during the school day, they should be delivered between 10:10 am and 10:30 am to the office, not the student's classroom. This will help keep classroom interruptions to a minimum. Parents please do not send pop, candy, or glass containers to school with your child. All drink containers must be factory sealed when brought into the building.*

### *Classroom Celebrations*

Classroom birthday celebrations must be pre-arranged with the homeroom teacher. Your child may bring a healthy birthday treat for each child in his/her class. Healthy birthday treats are to be distributed in the cafeteria at lunchtime only; Cakes or cupcakes should, specifically, state "Allergen-Free." Please send a note to make arrangements with your child's teacher before bringing the treats. Due to safety

reasons, candles are not allowed. Items containing sugar should not be sent to school. Snacks for classroom celebrations must be from the approved snacks list. Some of the approved snacks include items such as animal crackers, fruit cups, granola bars, pretzels, Goldfish®. Food items should be store-bought, not homemade.

### ***K-5 Recess***

It is the policy of the school that students may have an opportunity to play outdoors unless it is raining or below 32 degrees. Students must have a doctor's excuse indicating that the student may not play outdoors. Students should dress appropriately for outdoor activity (warm coat, hat, gloves, boots, etc.).

### ***Emergency Closings and Delays***

The process used to determine school closings is up to the Board of Directors. Closings will be identified on television stations CBS, NBS, and ABC. Closings will also be sent via the automated School Announcement system (opt-in form must be completed annually). If the school is closed, no one will answer the telephone. Please note: our school is Great Lakes Academy District; we are not part of Pontiac Public School District.

### ***Student Valuables***

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. When these items are confiscated they will not be returned.

### ***Visitors***

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor, including parents, must report to the office upon entering the school to obtain a pass. A government issued identification card (driver's license or state ID) is required to obtain a pass. We use the Raptor Visitor Management System to scan the National sex offender database before issuing a pass to visitors. Any visitor found in the building without a pass shall be referred to the main office. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

### ***Deliveries and Phone Calls to Students***

Items such as lunches, textbooks, supplies, clothing, projects, and glasses are to be left in the school office for delivery. Parents are not allowed to deliver these items to the classroom.

In addition, students cannot receive phone calls during the school day. If there is an Emergency situation, please call the school office.

### ***Lost and Found***

We ask that all student clothing, backpacks, etc. be labeled with the child's name. The lost and found area is located in the main office. Students who have lost items should

check there and may retrieve their items if they have a proper description. Unclaimed items will be donated to charity.

### *Chaperones/Volunteers*

Because student safety is our paramount concern, Michigan State law requires the District to conduct a state background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers will be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal records check and/or the Offender Tracking Information Systems (OTIS) prior to being allowed to participate in any activity or program. The District also requires that volunteers be at least 21 years old. See Guidelines in Appendix.

### *Review of Instructional Materials and Activities*

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal prior to going into the classroom. Parents' right to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### *Student Records*

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice, which may be found in the school office and also located in the Appendix of this publication.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School/Academy is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request amendment of a student record in writing, and if the request is denied, the parent or adult student will be informed of their right to a hearing.

Individuals have the right to file a complaint with the United States Department of Education if they believe that the School/Academy has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the School/Academy's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. *legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;*
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with PPRA and Board policy, the Principal shall ensure that procedures are established whereby parent may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon written request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the Principal receives the request.

*The Principal will provide notice directly to parents of students enrolled at Great Lakes Academy of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Principal will notify parents of students in the School/Academy, at least annually at the beginning of the school year, regarding specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:*

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov) or [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## EXTRA-CURRICULAR ACTIVITIES

### *Athletics*

Athletics play an important role in developing healthy bodies, growth in wholesome interpersonal relationships, maturity in handling pressures and management of success and failure. Athletes will be expected to promote a positive behavior in sportsmanship and attitude while displaying a cooperative spirit with the faculty, student body and the school administration. If students decide to become a part of these programs, they must understand that they are accepting the privileges and benefits of participation and dually appreciate that they have assumed specific obligations and responsibilities. A student/athlete at Great Lakes Academy is first and foremost a student. He or she shall devote sufficient time and energy to achieve acceptable grades. A student/athlete who cannot meet the standards of excellence set by Great Lakes Academy and its teaching staff will not be eligible to participate in extracurricular activities. The minimum standards of academic eligibility for Great Lakes Academy are as follows:

### Student Participation Requirements

- A. A current physical exam form signed by a physician during the school year.
- B. A quarterly GPA of a minimum C average. No failing grade in any class. Students who receive an incomplete on their report card will not be eligible until that work is complete. Special consideration will be given when the incomplete was due to illness.
- C. When behavior is grossly contrary to Great Lakes Academy standards in competition or inside or outside of school, eligibility may be revoked.
- D. Middle School (grades 6-8) student eligibility will be determined every quarter.
- E. Occasionally students must be dismissed early from class in order to participate in an early game. Athletes will be expected to make prior arrangements with each teacher before dismissal from class. Students may not leave earlier than the time announced.

### *Clubs*

All clubs must be approved by the administration and led by an approved adult sponsor.

### *Field Trips*

Any field trip will require that students return permission slips and other requirements from their parents before being permitted to attend. Trips paid but not attended will not be refunded.

## PARENTAL INVOLVEMENT

In an effort to aid in communication, we encourage parents/guardians to become active members in the Parent Community Organization (PCO). The purpose of such an organization is to enhance relationships between parents/guardians and staff. The PCO meets monthly.

### **40 Ways Parents Can Help Schools**

1. Share information with a student or class about a hobby.
2. Share information with a student or a class about a career.
3. Share information with students about a country you visited or lived in.
4. Tutor one or a small group of students in reading, math, or other area.
5. Help coach an athletic team.
6. Help check a student's written work.
7. Help put out a school or classroom newsletter (can also be done at home).
8. Help sew or paint a display.
9. Help answer the schools' phone.
10. Help plan a new playground for the school.
11. Help plan a theme-based presentation for students.
12. Help present a theme-based program for students
13. Demonstrate cooking from a particular country or culture to students.
14. Share a particular expertise with faculty (such as use of computers, dealing with disruptive students).
15. Help students plan and build an outdoor garden or other project to beautify the outside of the school.
16. Help coach students competing in an academic competition (such as Odyssey of the Mind, Future Problem Solving, and Math Masters).
17. Help set up an internship or apprenticeship for a student at your business, organization, or agency.
18. Host a one-day 'shadow study' for one or a small group of students about your career in business or some other organization.
19. Go on a local field trip with a teacher and a group of students.

20. Contact a particular local business or organization regarding possible cooperation.
21. Serve as an officer in the school's PCO.
22. Help organize a parent organization for the school.
23. Help design a parent and or student survey for the school.
24. Help conduct and or tabulate results of a parent survey regarding the school.
25. Serve as a member of a 'telephone tree' to distribute information quickly.
26. Write a letter to legislators about the school.
27. Write a letter to school board members about the school.
28. Go to a school board meeting to advocate for the school.
29. Help design a brochure or booklet about the school.
30. Help translate information from the school into a language other than English.
31. Help translate at a parent-teacher conference for people who don't speak English well.
32. Provide transportation to a parent-teacher conference for a parent who needs a ride.
33. Write an article for publication in a magazine about the school's activities.
34. Help arrange for a political leader (mayor, city council, state representative, member of Congress) to visit the school.
35. Help write a proposal that would bring new resources to the school.
36. Donate materials to the school.
37. Arrange for a business or other organization to donate materials to the school.
38. Help with a fundraiser for the school.
39. Help teach a class for parents on ways they can be stronger parents.
40. Help write, publish, and distribute a list of parenting tips.



## APPENDIX



## Family Policy Compliance Office (FPCO) Home

The family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, school must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31)

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, students handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice).  
Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920



**Photo Authorization**

*This copy of for inclusion handbook purposes only. A separate copy is available in the school office and will be provided for parent signatures.*

I hereby give to Great Lakes Academy, their legal representatives and assigns, those acting with permission of Great Lakes Academy, the absolute right and permission to photograph, copyright and use, reuse, publish and republish photographic portraits or pictures of the minor student(s) (please list names below) I have enrolled at Great Lakes Academy or in which the minor(s) may be included, in whole or in part, or composite or distorted in character or form, without restriction as to change or alterations from time to time, in conjunction with the minor’s own or a fictitious name, or reproductions thereof in color or otherwise, made through any medium and in any and all media now or hereafter known, for art, advertising, trade, or any other purpose whatsoever. I also consent to the use of any printed matter in conjunction therewith.

I hereby waive any right that I or the minor may have to inspect or approve the finished product or products or the advertising copy or printed matter that may be used in connection therewith to the use to which it may be applied.

I hereby release, discharge and agree to save harmless Great Lakes Academy, their legal representatives or assigns, and all persons acting under their permission or authority or those for whom they are acting, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

I hereby warrant that I am of full age and have every right to grant permission for the listed minor student(s) in the above regard. I state further that I have read the above authorization, release, and agreement, prior to its execution, and that I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns.

Student(s) Name:	Grade:
_____	_____
_____	_____
_____	_____
_____	_____

Parent Signature:	Date:
_____	_____



## *School/Family Compact*

*This copy of for inclusion handbook purposes only. A separate copy is available in the school office and will be provided for parent signatures.*

**Student Agreement:** It is important that I work to the best of my ability. Therefore I will do the following:

- Arrive at school on time, ready to learn and work hard
- Actively participate in my classroom
- Complete and return classwork assignments on time
- Complete and return homework assignments on time
- Have the necessary supplies
- Wear my uniform daily
- Follow the school and classroom expectations
- Respect others and their belongings
- Do my part in keeping my school clean and safe
- Communicate with my family regarding daily activities
- Ask for help when I do not understand
- Understand that I am responsible for my learning

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher Agreement:** It is important that students achieve. Therefore I will strive to do the following:

- Provide positive leadership
- Demonstrate care and concern for each student
- Make efficient use of academic learning time
- Provide an environment that allows for positive communication between parents, students, and myself
- Implement activities that meet the needs of all students
- Encourage students and parents by providing information about student progress
- Respect the students, their parents, and the diverse culture of the school
- Teach in the best way I know how and I will do whatever it takes for my students to learn
- Make myself available to students and parents for any concerns they might have
- Protect the safety, interest, and rights of all individuals in the classroom

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## School/Family Compact

**Parent/Guardian Agreement:** As parents, I/we want \_\_\_\_\_  
to achieve. Therefore, I/we will do the following:

- See that my child is punctual and attends school regularly with materials needed
- Encourage positive attitudes
- Attend parent/teacher conferences
- Respect my child's educators
- Ensure that my child is in uniform daily
- Help my child in the best way I know how and I will do whatever it takes for him/her to learn
- Check my child's homework every night and contact the teacher if there is a problem.
- Read with him/her every night and limit the amount of screen-time (television, video games, etc.)
- Make myself available to my child, the school, and any concerns they might have
- If my child is going to miss school, I will notify the teacher as soon as possible and I will read carefully all the papers that the school sends home
- I understand that my child must follow the Great Lakes Academy expectations so as to protect the safety, interest, and rights of all individuals in the school

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Agreement:** I support this School/Family Compact. Therefore, I will:

- Ensure a welcoming school environment
- Support teachers and families in the decision making process
- Provide a climate of positive volunteerism and positive communication
- Ensure ongoing learning opportunities for parents and students and enhance their awareness of the curriculum and standards
- Communicate and collaborate with all stakeholders on a regular and timely basis
- Provide use of facilities for parents and families
- Invite outside organizations to assist all community members and stakeholders in positive strategies and interventions for teachers, students, and family members
- Provide networking opportunities between all stakeholders on the education of all students

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## *Guidelines for Volunteering for Programs/Activities*

### **Thank You for Your Support!**

Great Lakes Academy believes that programs and activities provide valuable educational experiences for students. Without the help of volunteers like you, many programs and activities would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored programs and activities result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering.

### **Becoming a Volunteer**

Because student safety is our paramount concern, Michigan State law requires the District to conduct a state background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers will be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal records check and/or the Offender Tracking Information Systems (OTIS) prior to being allowed to participate in any activity or program.

The District also requires that volunteers be at least 21 years old.

### **Guidelines for Volunteers**

Prior to your program/activity, the coordinating staff member will provide you with information regarding the activities planned, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties. If you have any questions regarding these guidelines, please contact the coordinating staff member or the building principal/program manager.

1. All school rules apply on District-sponsored events. Volunteers are expected to comply with District policies, follow the directions given by the District's coordinating staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, Volunteers:
  - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - may not use tobacco in the presence of, or within the sight of, students
  - may not possess any weapon
  - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. When applicable, as a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Volunteers must be readily available, be mindful of safety concerns, and respond to students' needs.







**GREAT LAKES**  
ACADEMY

## **Board of Directors**

Mrs. Sandra Rolle, President  
Mr. Ethan Vinson, Vice President  
Ms. Elaine Miller, Treasurer  
Mrs. Kema Johnson, Secretary

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